

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Mr. [REDACTED]

FROM : Chief, Transportation Division

DATE: 10 May 1949

SUBJECT: Monthly Report of Transportation Division Activities - April 1949

The following report covering activities of the Transportation Division during the month of April 1949 is submitted pursuant to your request.

1. Truck Operations

The following truck operations were performed during the month:

12 trips to New York, N. Y.
 1 trip to Wilmington, Del.
 197 local hauls in and around Washington

2. Que Building Motor Pool Operation

1214 - Total trips made
 57.8 - Average number trips per day
 9651 - Total miles operated
 459.5 - Average miles per day
 7.9 - Average miles per trip
 9.1 - Average number of cars in pool per day
 41.9 - Average time per trip

Comparison of total trips, total miles operated and average miles operated per day for past three months.

	<u>TOTAL MILES</u>	<u>TOTAL TRIPS</u>	<u>AVERAGE MILES PER DAY</u>
February	6429	1063	443.6
March	10282	1330	446.9
April	9651	1214	459.5

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 7141 passengers an average of 340 per day.

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3. Following is a report of the activities of the [REDACTED]
 Garage:

Repair Jobs	-	10
*Labor	-	\$113.00
Parts	-	66.64

Repair Jobs performed outside - 3
Labor - \$ 34.75
Parts - 26.68

Maintenance Work - 115
*Labor - \$695.75
Parts - 106.25

Maintenance Work (Performed by Mechanic's Helpers)
Cars Washed - 160
Cars Lubricated - 71
Other Service Jobs - 49

The total value of labor performed by the mechanic (two) in the garage during the month was \$808.75 compared with their total salary of \$504.16 indicating a saving of \$304.59. The value of labor performed by the Mechanic's Helpers (two) was \$628.30 compared with salaries of \$391.66, indicating a saving of \$236.64 or an overall saving of \$541.23 for the month, although we did have the services of a few enlisted men assigned to the garage temporarily by Major [REDACTED]. These men helped out by washing and polishing some of the cars in addition to doing general work such as painting, cleaning windows, etc.

4. Forty (40) passenger cars operated a total of 30,895 miles during the month while thirty-three (33) trucks operated a total of 14,215 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations - 20
Airline Reservations - 31
Hotel Reservations - 2
Fare Quotations - 87
Persons Processed Overseas - 7
Domestic Travelers - 58
Transportation Requests - 135

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[REDACTED]
Chief, Transportation Division